

Kurdistan Regional Government-Iraq

Ministry of higher education and Scientific Research

Erbil Polytechnic University

shaqlawa Technical institute



(MICROSOFT WORD)

Prepared by:

Rebaz sherzad

yusf bakr muhamad

Hadiya Hatam Salim

Sara hemn Dhahir

Zina rzgar ebrahim

supervised by:

M.r. brwa

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Introduction:-

Word processing is that the ability to make text and format it in order that it appears good looking, using different fonts, fancy characters, formatted paragraphs, and possibly other features not found on classic text editors. word processing system is an application for manipulating text-based documents; presenting the electronic equivalents of the function of paper, pen and eraser, typewriter, dictionary and thesaurus. It enables you enter and format text. It eliminate most of the time involved in typing and retyping documents. It provides a really simple way of editing and correcting mistakes in documents. All word processing system offers facilities for document formatting, like font changes, page layout, paragraph indentation, check spelling and has features that enable you to make documents with graphics, borders, computer graphics, hyperlinks and far more. There are various data processing (text editors) packages, among the foremost widely used are Microsoft Word, WordPerfect, WordStar, MultiMate, DisplayWrite, Word craft, Loco Script, Report Star, Lotus Note, Perfect writer, Professional write, etc. almost like word processing system program are text editor like Word pad and Notepad. Among these, Microsoft word are going to be focused as a tool for data processing. Microsoft Word employ WYSIWYG (What You See Is What You Give) feature.

Starting Microsoft Word:

- a) Start→ All programs → Microsoft office→ Microsoft Office Word 2003.
- b) Start→ All Programs→ New Office Document
Select the General Tab →Select Blank Document→ Ok.
- c) Right-Click on the Desktop→ New→ Microsoft Word Document.

What is Microsoft word used for ?

Microsoft Word allows you to make professional-quality documents, reports, letters, and résumés. learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to form it easier for study and work. plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more. Word is out there for traditional desktop and laptop computers, and also comes during a special version for mobile devices like tablets and phones also , allowing you to urge some writing done whenever and wherever you wish .

Main features:-

- Bars - Title Bar, Menu Bar, Status Bar, and Quick Access Toolbar.
- Buttons - Office button, minimize button, maximize/restore button, close button and other command buttons
- Ribbon - the area below menu bar. It contains tab group command buttons.
- Tabs - Home Tab, Insert Tab, Page Layout Tab, References Tab, Review and View Tabs.
- Tab groups - some set of commands under each tab.
- Work area - the place in the center where we type our work.

What are the advantage of microsoft word ?

One of the benefits of using Microsoft Word is that it's available practically everywhere. Word comes standard on many PCs. you'll typically find it on your work computer, computers at college and your home PC. This makes it easy to save lots of documents on a flash drive, take them with you and work on them elsewhere. Microsoft Word may be a useful gizmo as typing is quicker than ever, it's easy to correct the mistakes by just hitting the backspace or delete button, There are the templates for any sort of document and mail merge from a database in order that you'll easily send the letters to multiple people at a time. You can align the text whether at the middle, right or left margins or justified takes only one click, spelling and grammatical mistakes are acknowledged instantly, you'll correct any mistakes which are made easily, The bullets and numbers are done automatically and there's always an choice to invite help.

What are the disadvantages of microsoft word ?

Microsoft Word requires a computer to edit or view the documents which may sometimes not be there especially when on the go, The people use the same templates, So, The documents just become clones of each other, and help option sometimes provides vague answers. Some symbols aren't easily accessible which makes the typing in several languages that use a special alphabet is difficult and a few complex mathematical equations would be easier to handwrite. While sharing and collaboration of the documents within alittle group, just one person can make corrections at any given time, The shared documents can't be edited in real-time and restarting numbering & bullets is problematic. The bullets and numbering sometimes have a mind of their own, The auto-format tool are often annoyingly inflexible sometimes , the pictures and therefore the figures are often quite stubborn and hard to position well.

Parts and functions of microsoft word :

- Quick access toolbar

Collection of buttons that provide one click access to commonly used commands like Save, Undo or Redo. you'll also customize this consistent with your preference.

- title bar

A bar the display the name of active document.

- Ribbon the ribbon display different options depending on the tab you click here the ribbon is divided into tabs and with in each tabs there are grups The primary tabs of Word 2010 are File, Home, Insert, Page Layout, References, Mailings, Review, View and Acrobat.

- Vertical Scroll Bar

Scroll bar to use when you want to scroll vertically through the document window.

- Horizontal Scroll Bar

Scroll bar to use once you want to scroll horizontally through the document window.

- Zoom Control

Used for magnifying and shrinking of the active document.

- View Shortcut

Buttons used to change how the worksheet content is displayed. Print Layout, Full Screen Reading, Web Layout, Outline or Draft.

- Status Bar

It displays information about your document, such as what page you are currently viewing and how many words are in your document, etc.

- Ruler

It used to set the alignment and margins of the elements in the documents.

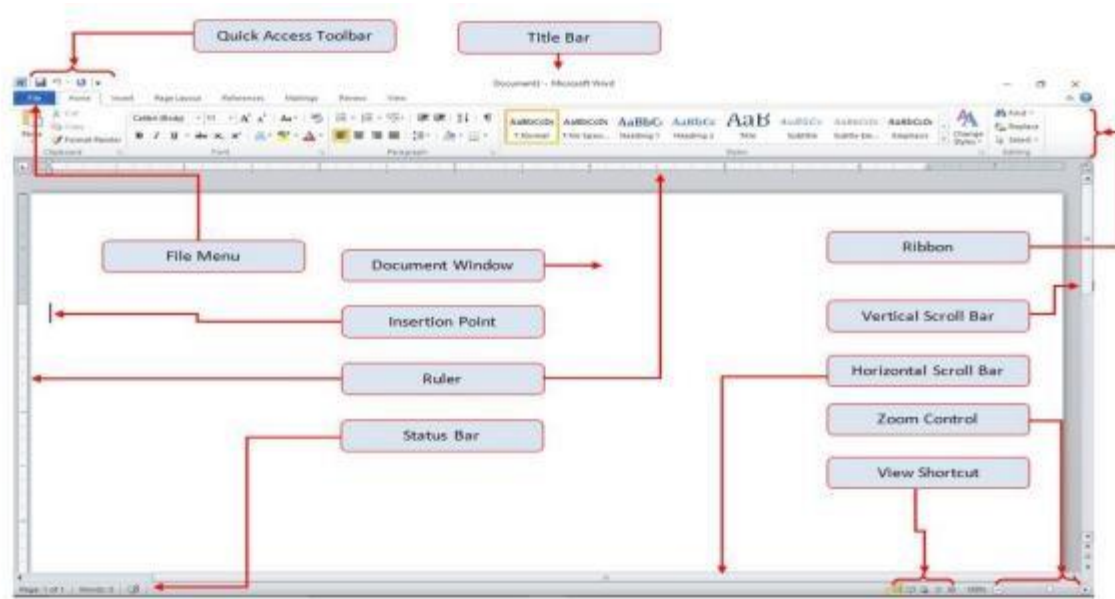
- Insertion Point it's the blinking vertical line in your document. It indicates where you'll enter text on the page. you'll use the insertion point during a sort of ways:
Blank document: When a replacement blank document opens, the insertion point is found within the top-left corner of the page

- Document Window

The white space where you can type or attached all the data you need in the document.

- Office Button/File Menu

Office button in MS Word 2007 and File Tab for MS Word 2010 or higher version. It provides access to document level features and program settings.



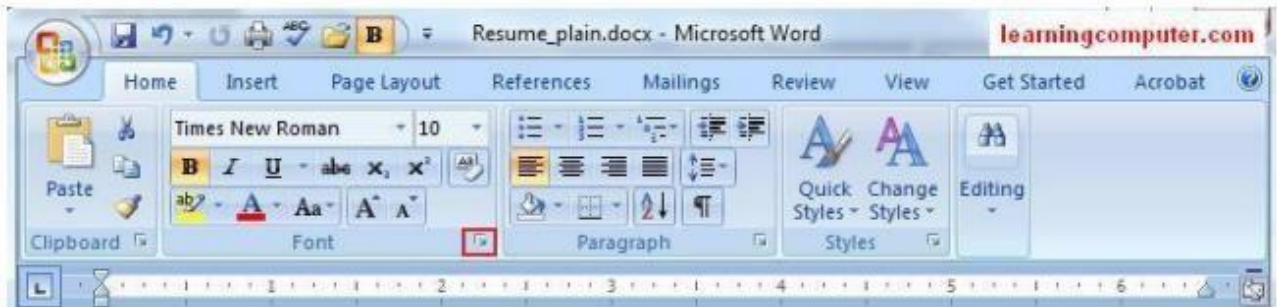
More basic features :

- Open a File
- Cut and Paste
- Copy and Paste
- Use the Clipboard
- Create AutoText
- Use Spell Check
- Find and Replace
- Change the Font Size
- Change the Font
- Save Your File

The features in Word 2007 can make your work easier, make your documents more attractive, and/or enable you to figure more efficiently. This Microsoft Word lesson teaches you ways to open a file, cut, copy, paste, use AutoText, use spell check, use Find and Replace, and alter fonts. All of those features either make your work easier or make your document more attractive.

Microsoft word tabs :

Home tabs:



- clip board group
- font group
- paragraph group
- style group
- Editing group

Clip board group:



- Cut - to remove the selected item.
- Copy - to take a copy of the selected item.
- Paste - to insert an item from clipboard.
- Format Painter - to apply the same format to more than one text at once.
- Diagonal arrow to open Clipboard Task Pane window.

Font group:

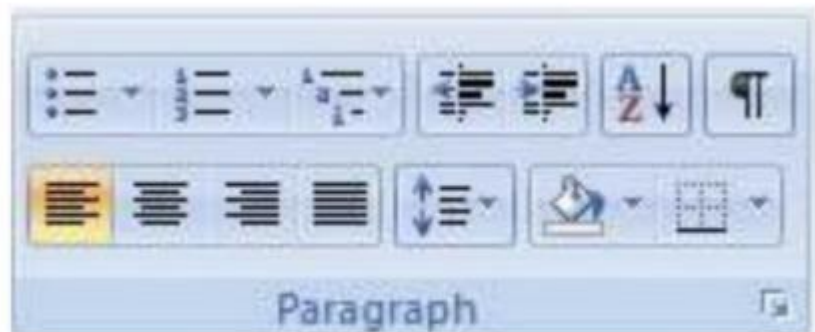


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The Font group options allow you to change the text style, size and color of text contained within shapes or within the notes section. Select the form containing the text you would like to vary or select the text within the notes section.

Paragraph group:

- Text alignment
- Bullets • Numbers
- Line spacing
- Sorting
- Show/hide
- Multiple listing In
- denting
- Shading
- Creating borders



Style group:



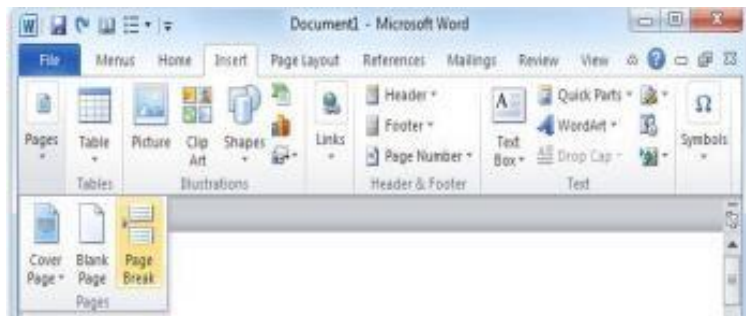
Style sets include a mixture of title, heading, and paragraph styles. Style sets allow you to format all elements in your document directly rather than modifying each element separately. From the planning tab, click the more drop-down arrow within the Document Formatting group.

editing group

- find
- Replace
- Copy

Insert tab:

The Insert tab contains various items that you simply might want to insert into a document. these things include such things as tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations then on.



Page layout tab:

Page layout is that the term wont to describe how each page of your document will appear when it's printed. In Word, page layout includes elements like the margins, the amount of columns, how headers and footers appear, and a number of other considerationns.



Reference tab:



you'll add a footnote to your document from the References tab. It contains resources for researchers and anyone within the professional field. The References Tab allows you to now create a table of contents, footnotes, citations, cross-references, select MLA or APA or ISO formats then on.

Mailing tab

This tab contains all the mailing options that were in previous versions of Word, during a much easier format. Addressing Envelopes. • Open a replacement document. • On the Mailings tab, within the Create group, click the Envelopes button.

Review tab

Spell Checking • On the Review tab, in the Proofing group, click Spelling & Grammar and.

view tab

has the functionality to change your document views has the following groups:

Document Views, Show/ Hide, Zoom, Window and Macros.

Summary:

a wonderful tool with many applications that are helpful to students and teachers in education. it has many users and is an important tool for a person in today's digital age microsoft word a versatile tool allows you to archive many of your digital document needs its also one among the foremost user friendly application from the microsoft office suite

Reference:-

- <https://www.computerhope.com>
- <https://www.techwalla.com>
- <https://www.online-sciences.com>
- <https://officetutorial.net>
- microsoft word 2010 digital class room /AGI training team
- <https://www.researchgate.net/>